



Department of Administrative Services

Director: Kimberly K. Hood

Divisions:

- Administrative Rules
- Archives
- Child Welfare Parental Defense
- Debt Collections
- Executive Director's Office
- Facilities Construction and Management
- Finance
- Fleet Operations
- Purchasing and General Services
- Risk Management



Full-Time Employees: 161 for appropriated divisions, 241.5 for Internal Service

Contact Information: <http://www.das.utah.gov/main/>
(801) 538-3010

Mission Statement: To deliver support services of the highest quality and best value to government agencies and the public.

Emerging Issues and Strategic Focus:

The Department of Administrative Services is on the forefront of efforts to meet Governor Huntsman's goal of improving energy efficiency in the state. Two of the Department's divisions are currently tasked with the responsibility of developing and administering statewide energy efficiency programs that are critical to meeting the Governor's energy efficiency goal. While the Division of Facilities Construction and Management (DFCM) will administer the State Building Energy Efficiency Program, the Division of Fleet Operations (DFO) will administer the Fleet Energy Efficiency Program.

These divisions, with the support of the Executive Director's Office, are currently developing policies and methodologies for measuring energy use, and are tracking efficiencies realized by state agencies. Reaching the Governor's energy efficiency goal will require the cooperation, support, and input of other state departments and other stakeholders.

The Department is also focusing on changing employee behavior with regard to energy use. Consequently, energy efficiency plans created by both DFCM and DFO have human behavior components. Additionally, the Department has invited individual employees to take the ENERGY STAR, "Change a Light, Change the World" pledge, thereby extending the impact of the energy efficiency initiative beyond the work environment.

The Department continues to focus on delivering quality service at best value. Divisions are experiencing greater demand for services provided. For example, non-state public agencies are beginning to use print and mail services provided by the Division of Purchasing and General Services. Likewise, almost all of Utah's charter schools are now insured by the Division of Risk Management.



Economic Development:

- Extend electronic commerce capability to local governments, school districts, and higher education through the Division of Purchasing and General Services' new partnership with RFP Depot
- Provide purchasing and contract oversight, central mail, e-purchasing, and print services to state and local government agencies



Quality of Life:

- Implement statewide energy efficiency plans
- Provide DAS employees with opportunities to expand skill sets through cross-divisional initiatives
- Promote participation of stakeholders in the regulatory process
- Provide digital images of 250,000-plus Utah death certificates online to the public



Education:

- Enhance universal access to state historical records and regulatory information
- Provide liability, property, and auto physical damage coverage to all state agencies, 40 school districts, 40 charter schools, and all state-owned colleges and universities



Governance:

- Facilitate agency compliance with the Utah Administrative Rulemaking Act
- Publish every issue of the *Utah State Bulletin* on time
- Effectively manage collection of the state's receivables